



# Travis County Emergency Services District No.12

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## Administration Office

405 W. Parsons St. • PO Box 846

Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

## Notice of Open Position

Notice Date: 12/28/2015

**Position:** Full Time Driver/Engineer

**Starting Salary:** \$46,100.75 per year

**Available To:** TCFP Certified Firefighters

**Projected Start Date:** February 22<sup>nd</sup>, 2016

**Applications must be received by January 20th, 2016 by 1700 hours.**

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### Minimum Qualifications For Applying

- High School diploma, GED, or equivalent
  - At least 18 years old at time of application
  - Valid State of Texas Class B/Exempt Driver's License
  - Have not ever been convicted of a felony
  - Have not been convicted of Class A, B or C misdemeanors in the previous 5 years
  - Have not been cited for more than 3 driving violations in the previous 5 years
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### Engineer/Driver Pump Operator

An Engineer/Driver Pump Operator is a full-time position in ESD 12 which is filled through a selection process authorized by the ESD12 Board of Fire Commissioners.

### Duties include, but not limited to the following:

All duties of a Firefighter plus;

- Under the direction of the Fire Lieutenant,
- Perform competently and safely while: driving and operating department apparatus and vehicles,
- Performing daily and recurring apparatus and vehicle inspections,
- Maintaining all firefighting and medical equipment to ensure proper working order,
- Providing effective and efficient firefighting, rescue, and emergency medical services,
- Completing reports and maintaining records,
- Help provide public safety education,
- Performing station maintenance duties,
- Completing medical, firefighting and professional training requirements,
- Performing all other related duties as assigned.



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### Preferred Minimum Qualifications for Driver Engineer

- a. Three (3) years experience as a paid Engineer,
- b. Must have the following active and valid Certifications, Credentialing, and License:
  - Structure Firefighter Intermediate: TCFP
  - Driver Pump Operator: TCFP
  - Wildland Basic: TCFP\*\*
  - Courage To Be Safe: TCFP
  - Fire Instructor I - TCFP
  - Fire Officer I\*\* - TCFP
  - NIMS 100, 200, 300, 400\*\*, 700, 800a or b - FEMA
  - Incident Safety Officer\*\*- TCFP
  - Emergency Medical Technician-Basic: DSHS
  - Austin-Travis County Office of the Medical Director Credentialed at the Emergency Medical Technician- Basic level\*

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Travis County Emergency Services District No.12 (ESD12) is an **Equal Opportunity Employer**. No applicant for employment with ESD12 shall be subjected to discrimination because of race, color, sex, sexual orientation, national origin, religion, disability, age, protected genetic information, sexual orientation or parental status.

Applications available at **[www.TCESD12.com](http://www.TCESD12.com)**. Veterans are encouraged to apply.

\*A conditional job offer may be given. Applicant must complete all required credentialing within 7 business days of offer to be employed.

\*\* Certifications required to be completed by the applicant within six months from date of hire, to maintain employment.

Austin-Travis County Office of the Medical Director (OMD) Credentialing documents can be found at; **[www.ATCOMD.org](http://www.ATCOMD.org)**



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### Process

- Receipt of application by TCESD12;
- Written Exam;
- Interview;
- Skills Evaluation;
- Chiefs Interview;
- Conditional Job Offer.

*Applicants must successfully pass each step in the hiring process before moving forward.*

### Instructions:

A letter of intent for position(s), application, and professional reference form shall be submitted to Fire Chief Ryan Smith. All required documentation, as outlined in the application, must be included at the time of submittal. Incomplete applications will not be reviewed. If you have any questions, please contact; Lieutenant Bill Carlson at 512-272-4502.

Applications will be accepted in person and in a sealed envelope at 405 W. Parsons St. Manor, TX 78653 or mailed to TCESD12 Attn: Admin. PO Box 846 Manor, TX 78653.